Correctional Facility Field Training Officer Program

304.1 PURPOSE AND SCOPE

The correctional facility field training officer program is intended to provide a standardized program to facilitate the corrections deputy's transition from the academic setting to the actual performance of general corrections duties. New hire Correction Technicians will follow a similar standardized program with a job-specific training checklist.

It is the policy of this office to assign all new corrections deputies and corrections technicians to a structured correctional facility field training officer program that is designed to prepare the new member to perform in a custody assignment and to provide training on all skills needed to operate in a safe, productive and professional manner.

304.2 FIELD TRAINING OFFICER

The Field Training Officer (FTO) is an experienced corrections deputy or corrections technician trained in the art and science of supervising, training, and evaluating entry-level corrections deputies and Corrections Technicians in the application of their previously acquired knowledge and skills.

304.2.1 SELECTION REQUIREMENTS

Field Training officers will be selected based on certain requirements, including:

(a) A desire to perform the training mission.

(b) A minimum of Two years as a corrections deputy or Corrections Technician.

(c) A demonstrated ability to be a positive role model.

(d) Successfully passed an internal oral interview selection process.

(e) A written recommendation by a current supervisor.

(f) A certificate from the state's law enforcement certifying agency, where applicable.

304.2.2 TRAINING FOR FTOS

All FTOs shall successfully complete a minimum 40-hour course of instruction prior to being assigned a trainee.

All FTOs shall participate in regular scheduled training meetings.

304.2.3 SELECTION PROCESS

The selection process for FTO assignments will include an administrative evaluation as determined by the Chief Deputy of Correctionsand may include:

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(a) One-on-one or panel interviews with Chief Deputy of Corrections, Corrections Captain, or designees.

Panel interviews should be comprised of the same available, qualified members throughout the interview process. (A panel generally is comprised of 3 evaluators.)

304.3 TRAINING OFFICER RESPONSIBILITIES

(a) FTOs shall complete and submit a written evaluation on the performance of their assigned trainee to the FTO's immediate supervisor on a daily basis.

(b) FTOs shall review the performance evaluations with the trainee each day.

(c) FTOs shall be responsible for signing off all completed topics contained in the Training Checklist, noting the methods of learning, and evaluating the performance of the assigned trainee.

304.4 FIELD TRAINING OFFICER PROGRAM COORDINATOR

The FTO program Coordinator will be selected from the rank of sergeant or above by the Chief Deputy of Corrections or the authorized designee and shall possess a supervisory certificate from the Washington State Criminal Justice Training Commission (WSCJTC) (WAC 139-25-110). The supervisor's responsibilities include the following:

(a) Assign trainees to FTOs.

(b) Conduct FTO meetings.

(c) Maintain and ensure FTO/trainee performance evaluations are completed in a timely manner.

(d) Maintain, update and issue the training packet to each trainee.

(e) Monitor individual FTO performance.

(f) Monitor the overall FTO program.

(g) Develop ongoing training for FTOs.

304.5 TRAINING REQUIREMENTS AND GUIDELINES

MINIMUM TRAINING REQUIREMENTS

All corrections deputies, full- or part-time, shall successfully complete orientation and training as described in RCW 43.101.220 and in accordance with WAC 139-10-210, within six months from the date of assignment.

304.5.1 CORRECTIONAL FACILITY TRAINING PROGRAM

The correctional facility training program is designed to build upon the conceptual foundation taught in the basic academy, whereupon the theoretical knowledge gained in the academy can be molded into a practical skill set. The correctional facility training program consists of 300 hours of supervised training. See Sheriff's Office Policy--Corrections Manual, Policy CM 306

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